

# Payment Agreement Form Sample for Debt Settlement

Use this **payment agreement form sample** to effectively outline the terms of debt settlement between parties. This template ensures clear communication and legal clarity for managing outstanding payments. It serves as a reliable reference for both creditors and debtors to finalize settlements smoothly.

## 1. Parties

This Payment Agreement ("Agreement") is made and entered into on \_\_\_\_\_ (date), by and between:

**Creditor:** \_\_\_\_\_

Address: \_\_\_\_\_

**Debtor:** \_\_\_\_\_

Address: \_\_\_\_\_

## 2. Outstanding Debt Details

Original Debt Amount	\$ _____
Debt Reference/Account No.	_____
Settlement Amount Agreed	\$ _____

## 3. Payment Terms

The Debtor agrees to pay the Settlement Amount of \$ \_\_\_\_\_ to the Creditor as follows:

- Installment Amount: \$ \_\_\_\_\_ per week/month
- First Payment Due Date: \_\_\_\_\_
- Payment Method: \_\_\_\_\_ (e.g., bank transfer, check, cash)
- Final Payment Due Date: \_\_\_\_\_

## 4. Additional Terms and Conditions

- All payments must be made on or before the specified due dates.
- Failure to meet payment deadlines may result in cancellation of this agreement and reinstatement of the full original debt.
- Upon receipt of the full Settlement Amount, the Creditor will issue a confirmation of settlement and release the Debtor from further liability regarding this debt.
- Any amendments to this agreement must be made in writing and signed by both parties.

## 5. Signatures

**Creditor:**

\_\_\_\_\_  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Debtor:**

\_\_\_\_\_  
Name: \_\_\_\_\_

Date: \_\_\_\_\_